

Adult High School Transcript Request Form

All Sections Must be Complete to Ensure Processing of This Request.

IMPORTANT NOTICE!

GED or HiSET Transcripts: Must be requested through [DiplomaSender](#)

Adult High School Transcripts: Email this form to Career Pathways Coordinator, Dr. Nutan Varma, at nvarma@cccc.edu (Phone: 910-841-8975); email subject line "Transcript Request – Adult High School"

Adult High School County of Attendance: _____ Year: _____

Degree/College-Credit Transcripts: See details and instructions for Curriculum Transcripts at <https://www.cccc.edu/studentrecords/transcript/>

All other Continuing Education requests can be completed in-person or returning this completed form via email or fax to the Student Records and Registrar's Office (see email and fax information in upper right corner).

Process Time: In-person requests are processed the same day. Emailed or faxed requests, please allow up two (2) business days from receipt of request.

Type: _____ Official (Sealed) _____ Unofficial (**For Current Students: Unofficial transcripts are also available through the Self-Service App. in the CCCC Student Portal.** CCCC Student Portal login directions are available on the CCCC homepage (www.cccc.edu). If you need your student ID, please contact CE Support at 919-718-7500 or via email at cesupport@cccc.edu.)

REQUIRED INFORMATION

Current Legal Name: _____

Address: _____
Mailing Address City St Zip

Phone: (Cell) _____ (Home) _____
• **Best time to contact:** _____ Day _____ Evening

Date of Birth (mm/dd/yyyy): _____ **Student ID or SSN:** _____

Previous Name(s): _____

Send transcript to: _____

Hold for pick up by (Photo ID Required): _____
• You will be called at the phone number(s) listed above when the transcript is ready for pick-up.

STUDENT SIGNATURE REQUIRED: In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I hereby authorize the release of my transcript data to the agency or person listed above.

Student Signature: _____ **Date:** _____

Office Use Only: Date processed: _____ Processed by: _____
Notes:

This college does not release copies of transcripts from other institutions. A student signature is required on all transcript requests. There is no cost for non-credit transcript requests. Official transcripts may not be faxed.